



Patient Services

Patient Access and Administration Coordinator

Location – Sydney Adventist Hospital, Wahroonga, NSW

Sydney Adventist Hospital (the SAN), an entity of Adventist HealthCare Limited, is a “not for profit” teaching hospital affiliated with the University of Sydney and is the largest private hospital in NSW. With a capacity of over 550 licensed overnight beds, the SAN provides acute medical, surgical and obstetric care.

A full-time Patient Access and Administration Coordinator has become available within Patient Services department. This role provides valuable assistance to the Patient Access and Administration Manager on a wide range of patient administrative, customer service, training and rostering duties.

The successful applicant will have the following experience, skills and attributes;

- Experience in private hospital patient administrative duties including pre-admissions, estimates, admissions, discharges and cashier
- A thorough understanding of excellent customer service in a health care setting
- Enjoys coordinating with colleagues to ensure their queries are answered and policies and procedures are followed
- A strict adherence to privacy and confidentiality
- Excellent organisational and time management skills
- Excellent verbal communication and listening skills
- Excellent letter writing, formal email and business documentation skills
- Proficiency with Microsoft Office (including Excel, MS Word and PowerPoint)
- Ability to effectively interact with management and peers in a team environment
- A self-starter with the ability to be decisive and to act independently within the authority boundaries of this position.

Closing date is Friday 22nd March 2019. Please email applications or enquiries to Melissa Newnam on Melissa.Newnam@sah.org.au / 02 9487 9942.